

22. **PAYMENTS.** Payments will be authorized by the Director after completion of performance or delivery and acceptance by the Director of all materials, goods, and services stipulated in the contract or Purchase Order and after the invoices, in triplicate, are received by the ordering agency, Attention: Fiscal Officer. The invoices must list the following information: contract and confirmation purchase order numbers (if any), item numbers, description of items, quantities, vendor code, unit prices and extended totals. Further, in the event that the Contractor is providing equipment under the contract or Purchase Order, the Contractor must also provide the following information with the submittal of its invoices: equipment make, model, serial number, and the specific equipment delivery or installation location, including delivery address and building facility room number, if such information is made available to the Contractor. Various equipment that make up a system shall be listed individually. Providing the aforementioned equipment information is required before payment is made to the Contractor. Attached is a **SAMPLE OF EQUIPMENT LISTING** showing how a Contractor shall provide the equipment information required. Payments will be computed in accordance with any applicable unit prices bid.

Payments will be made as soon thereafter as the regular course of business will allow; provided, however, that payments shall be made no later than thirty (30) calendar days following receipt of the statement for goods received and services completed.

Unless otherwise specified, partial payment(s) for any item or portion of any item under the contract may be permitted. Said partial payment(s) may be authorized by the Officer in Charge or an authorized representative, provided that delivery and acceptance of the item is made before the contract delivery date and upon submittal of proper invoices and substantiating documents by the Contractor. Said authorization by the Officer in Charge or an authorized representative shall be by endorsement on the submitted invoice; no other action will be required to effect the partial payment(s).

Also, in accordance with Sections 103-53 and 103D, HRS as amended, final payment under any contract of \$25,000 or more shall be withheld until the Contractor secures and the City receives tax clearances from the Director of Taxation of the State of Hawaii and the Internal Revenue Service to the effect that all tax returns due have been filed, and all taxes, interest, and penalties levied or accrued, under Title 14 that are administered by the Department of Taxation of the State of Hawaii and under the Internal Revenue Code against the Contractor have been paid.

## SAMPLE OF EQUIPMENT LISTING

The following is a sample of the detailed list of equipment that is required by Section 22, Payments, of the General Terms and Conditions herein. To request an electronic copy of this Word software table: Contact the Property Management & Disposal Section, Purchasing Division, BFS, 808-523-4781.

### DETAILED LIST OF EQUIPMENT

Date \_\_\_\_\_ Purchase Order No. \_\_\_\_\_ Invoice No. \_\_\_\_\_  
 Contract No. \_\_\_\_\_  
 City Department \_\_\_\_\_  
 Proposal No. \_\_\_\_\_ Requisitioner (if known) \_\_\_\_\_  
 City Requisitioner \_\_\_\_\_  
 Phone No. (if known) \_\_\_\_\_  
 Project \_\_\_\_\_  
 Description \_\_\_\_\_

DESCRIPTION	MAKE	MODEL NUMBER	SERIAL NUMBER	QTY	UNIT PRICE	TOTAL PRICE	SPECIFIC LOCATION (i.e. Room No.)
1 Portable lift	American Equipment Company	ABC123	12345678901 67890123456 98765432101	3	40,000.00	120,000.00	Mechanic Shop Room 3
2 Hand Truck 55 gallon	International Sales Inc	DEF45678	2345678912	1	4,000.00	4,000.00	Tire Shop, Work Station A
3 CPU 5.0 GHZ Pent6 700MB SDRAM 60GB HD with keyboard, mouse	The Computer Place	GHI876	C0001234 C0001235	2	900.00	1,800.00	Administration Room 5
4 Monitor Flat Panel 21"	The Computer Place	JKL543	M0001236 M0001237	2	500.00	1,000.00	Administration Room 5
			<b>TOTAL</b>	<b>8</b>		<b>126,800.00</b>	

I certify that the following information is correct.

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I Contractor or  
Representative \_\_\_\_\_

Print name

Signature

Phone \_\_\_\_\_

(6/3/04)

Misc/Procurement.Equipment list sample .doc